

**Department of Political Science**  
**Dumkal College**

For Semester IV Honours Students

*CC-T-8: Public Administration (Theories & Concepts)*

**Synopses:**

1. জনপ্রশাসনের বিবর্তন।
2. জনপ্রশাসনের বিষয়বস্তু ও আলচনাক্ষেত্র।
3. জনপ্রশাসনের সনাতনী তত্ত্ব।
4. আমলাতন্ত্র।







1. What is the role of a manager?

2. What are the functions of a manager? (A)

A- The functions of a manager are to plan, organize, staff, direct, and control the organization. What, which, how, why, when, where, and who are the questions that a manager must answer. What and How are the two main questions that a manager must answer. What is the purpose of the organization? How is the organization to be run?

B- Planning, Organizing, Staffing, Directing, and Controlling are the five main functions of a manager. Planning is the process of defining the organization's purpose and determining the best way to achieve it. Organizing is the process of arranging the organization's resources to achieve its purpose. Staffing is the process of recruiting, selecting, and placing the right people in the right jobs. Directing is the process of leading, motivating, and controlling the organization's members. Controlling is the process of monitoring the organization's performance and taking corrective action when necessary.

A- The acronym POSDCORB stands for Planning, Organizing, Staffing, Directing, Coordinating, Reporting, and Budgeting. These are the seven main functions of a manager. Planning is the process of defining the organization's purpose and determining the best way to achieve it. Organizing is the process of arranging the organization's resources to achieve its purpose. Staffing is the process of recruiting, selecting, and placing the right people in the right jobs. Directing is the process of leading, motivating, and controlling the organization's members. Coordinating is the process of ensuring that the organization's various activities are working together effectively. Reporting is the process of providing information about the organization's performance to its stakeholders. Budgeting is the process of determining the organization's financial needs and allocating resources accordingly.

- P - Planning
- O - Organizing
- S - Staffing
- D - Directing
- Co - Co-ordinating
- R - Reporting
- B - Budgeting









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